



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

MICHAEL R. DEVOS
EXECUTIVE DIRECTOR

MEMORANDUM

To: Active Property Improvement Program (PIP) Lenders

From: PIP Staff – Jess Sobel, Jodi Pulido, Christine Beavers, and Booker Simmons

Date: 4/18/2008

Re: Streamline follow up documentation process (Mortgage and Assignment, Inspection Report, and Disbursement) for our partners.

Below is a list of proposed changes the PIP staff have compiled for your review and input. These proposed changes are intended to make the follow up documentation process operate more efficiently. We would like your feedback on the following proposals:

1. MSHDA will record the mortgage and assignment for you.
 - The lender will have the documents signed at closing and will collect a check for the recording fees to include in the closing package. At that point, you will be finished with the mortgage and assignment. MSHDA will be responsible for receiving the recorded mortgage back from the register of deeds.
2. MSHDA will generate a system message and/or email 6 months after the closing if the final disbursement has not been submitted. This will remind the lender or community agent to send in the final disbursement to MSHDA.
3. MSHDA will perform the inspection, but will also give the lenders and community agents the option to complete them if they would prefer.
 - The lender will still collect the fee from the customer (included in the loan amount), but MSHDA would keep the fee and complete the inspection.
 - If you want to continue to do the inspection, MSHDA will hold the fee until the inspection report is received.
 - MSHDA will have the system generate a message and/or email 15 days after the final disbursement should have been submitted, indicating the need to complete this report.

MSHDA believes that this process will save your staff time and paper work. If the proposed changes are adopted, the only follow up documentation needed is the final disbursement from escrow. If you have any thoughts or suggestions on this process, please respond within the next two weeks to Jodi Pulido by phone at 517.335.0099, by fax at 517.241.6672 or by email at jpulido@michigan.gov.

